

LENOX PLACE SUNNYSIDE

Homeowners Association, Inc.
Board of Directors Meeting Minutes
Monday, August 28, 2017

CALL TO ORDER

The meeting was called to order at 6:32 p.m. by Margo Gorra-Stockman, President, at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305.

BOARD MEETING ATTENDANCE:

Margo Gorra-Stockman, President (2019)	Elizabeth Stulga – Capitol Property Management
Jim Rorke, Vice President (2017), by FaceTime	Jennifer Dodson – Homeowner
Bella Vulchanova, Treasurer (2018)	Dianne Adelberg - Homeowner
Mark Makary, Member at Large (2019)	
Heather Herndon, Secretary (2018)	

Management representative – Elizabeth Stulga can be reached at 703-707-6404, email: estulga@capitolcorp.com.

Homeowners can bring issues that need to be escalated to the Board to Elizabeth. Homeowners should bring items to Elizabeth first so that she can assist during the month between Board meetings.

HOMEOWNER FORUM - 5 minutes per household

No homeowners presented on any topics

COMMUNITY OFFICER

No report

Approved Meeting Minutes

The July minutes were approved, as amended.

COMMITTEE REPORTS

A. Landscape Committee – Jim Rorke

- a. Met last week on Courtland Circle, Annette Gillis (chairperson), Jim Rorke, and Mark Makary attended. Recommending additional trimming of trees that are in contact with homes. Board asked the committee provide a specific list of trees (by address/location), have an additional walk through in November for proposed work in January.
- b. The Landscape committee will do a fall walk around with Palmers
- c. Cherry laurels at the main entrance from West Glebe Rd have a disease (Peachtree borer), these may need to be removed before they pass along this disease to other plants
- d. Elizabeth reported that Palmers does not want the snow removal contract since they are not located

nearby and they would not be able to provide adequate service

- e. Board has directed Capitol to send out an RFP for landscaping and snow removal (combined and separate).

B. Architectural Review Committee – Margo Gorra-Stockman

- f. No report

C. Parking – Jim Rorke

- g. Several cars were towed in August due to the lack of proper hang tags on rear view mirrors. One had a flat tire and had been parked for more than seven days. At least two others did not have a hang tag visible.
- h. Elizabeth will add the parking request form to the resale package so that new homeowners will have this information.

D. Community Relations – Bella Vulchanova

- a. Dianne Adelberg is working on a newsletter that will be delivered to each home

E. Budget Committee – Bella Vulchanova

- a. Jennifer Dodson has been leading the budget review and has some recommendations regarding specific budget items; committee will work with Bella to provide written recommendations to the Board and management for upcoming creation of the 2018 budget
- b. Elizabeth has been working on the 2018 budget

FINANCIAL REPORT – Stulga /Vulchanova

Elizabeth discussed the latest financial report – no unusual items were noted

Margo asked about the surplus from 2015 – Elizabeth reported that the surplus was absorbed into the checking account.

Management agreed to make a plan for funding the operating reserve up to a minimum of 10% as the last audit suggested, future surpluses were discussed as a method for funding the operating reserve.

Ratification of items taken outside of meetings.

- *\$444.74 was approved, unanimously by email, for additional outside electrical wiring by PSE. Heather moved to accept, Mark seconded, passed unanimously.*

OLD BUSINESS

A. Home Inspections

- a. Elizabeth has been responding to inquiries on the letters

B. National Night Out – Receipts for publicity and other items

- b. \$1320 was spent for the successful evening held Tuesday, August 1. This was within the \$1500 approved budget (see June 2017 meeting minutes).

NEW BUSINESS

C. Declaration Proposed Revisions

- a. Margo proposed the following timeline:

- i) Annual meeting – announcement, brief introduction to changes
- ii) Question meeting with Attorney and community for clarifying any questions to be scheduled in October
- iii) A letter will be sent to all homeowners to explain the reason for the changes made to the declarations (compliance with current laws, lack of pool, etc.) and the process for voting

Heather moved to remove the language “unless otherwise approved in writing by the Board of Directors” that was added by previous motion in the July meeting and leave Section 7, second paragraph un-amended, Jim seconded, motion passed unanimously.

D. Power washing Entrance Signs- Discussion to power wash signs.

b. Elizabeth has a proposal for \$600 to have the entrance signs power washed; details in writing will be provided for Board approval

c. Will need to have water source, neighbors located close to the West Glebe Road entrance will be contacted for their assistance

E. HOA Annual meeting

d. September 25, 2017, meeting notice with auto-debit form included will be sent out on August 29, 2017.

A. **Tracking log** – Mark suggested a tracking log for requests and expenses enabling us to easily find data on projects across the community

a. Items for the next meeting agenda need to be sent to President and Management one week ahead

F. Reimbursement Requests/Resolution – Reimbursement expenses review

e. Idea proposed for smaller expenditures where individual homeowners take care of items themselves – be able to submit request for reimbursement to the Board; Board determined that this would be very difficult to administer and could be too cost prohibitive.

f. Homeowners are responsible for landscaping in their front yards; should submit an external project form to ARC if major changes are proposed

G. Elbert Avenue lawn Proposal – lawns in need of repair on Elbert Avenue.

g. Two proposals presented, including one where homeowner worked with Palmers

h. Homeowners are responsible for their own front yards

i. Jim has requested that the city trim all exterior, city trees. This has been accepted by the city.

H. **Drainage proposal** – Received drainage proposals for common area behind Charles and Courtland to address ongoing issues.

j. Behind Courtland Circle, two sets of houses where the drain is overflowing due to being clogged as well as broken pipes on common HOA property is causing flooding in the backyards and potentially into the houses.

k. Received proposal for \$5800 which will be itemized for review in the future.

I. **Newsletter** – revisions have been provided. The newsletter will be distributed to each home.

Executive Session

Margo moved to go into executive session at 9:50, Bella seconded, motion passed unanimously.

Margo moved to come out of Executive Session at 10:25, Heather seconded, motion passed unanimously.

The Board is revisiting the money market account and CDs to ensure the best rates and combination of liquidity.

ADJOURN

Margo moved, Bella seconded, motion passed unanimously to adjourn at 10:25 pm.

Next Meeting will be the Annual HOA meeting – Monday, September 25, 2017, 7:30 pm, registration begins at 7:00 at the Beverley Hills United Methodist Church, Alexandria, Virginia 22305